

**HEADQUARTERS
UNITED STATES FORCES KOREA
APO SAN FRANCISCO 96301-0010**

**USFK Regulation
No. 10-5**

19 July 1988

**Organization and Functions
DOCUMENTATION OF ORGANIZATIONAL STRUCTURE AND FUNCTIONAL ALIGNMENT**

SUPPLEMENTATION. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: RMJ-M, APO SF 96301-0010.

1. PURPOSE: This regulation establishes policies, defines responsibilities, and prescribes procedures for documenting the establishment of and changes to the structure and functional alignment of activities within Headquarters, United States Forces Korea (HQ USFK), and Eighth United States Army (EUSA).

2. APPLICABILITY. This regulation applies to HQ USFK, HQ EUSA, major subordinate commands of EUSA, and assigned units, except the US Naval Forces - Korea, and the US Air Forces-Korea.

3. REFERENCES.

a. Required references.

(1) Joint Chiefs of Staff memorandum, Policy Number 173, Manpower for Joint and International Activities. Cited in subparagraphs 5c(3) and 7f(2).

(2) AR 310-49 (The Army Authorization Documents System (TADDs), RCS CSGPD-375). Cited in subparagraphs 5c(3), 5c(5), and 7f(2).

(3) USFK Memorandum 10-1 (organization and Functions-US Forces Korea). Cited in subparagraph 5c(6).

b. Related references.

(1) AR 5-3 (Installation Management and organization).

(2) AR 10-5 (Organization and Functions-Department of the Army).

(3) AR 570-4 (Manpower Management).

(4) USFK Reg 10-2 (Responsibilities of Area Commands for Support of Tenant Units and Responsibilities of Tenant Units to Area, Installation, and Garrison Commanders).

***This regulation supersedes USFK Reg 10-5, 12 December 1985.
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4. EXPLANATION OF TERMS.

a. Organizational change. Any revision, alteration, reorganization,, discontinuance, modification, addition, deletion, abolishment, conversion, or merger, as well as changes in organization title, mission, structure, and composition.

b. Major organizational changes. All organizational changes other than those minor changes specified below.

(1) A name change for a division, office, branch,. or section.

(2) Deletion or addition of an element within an existing division.

(3) Transfer of functions or functional changes within the organization.

(4) A change in mission (division level or below).

c. Relationships.

(1) Operational command (OPCOM). Exercised solely by the commanders of unified and specified commands, OPCOM is the authority to perform those functions of the command involving the composition of subordinate forces, assignment of tasks, designation of objectives, and authoritative direction necessary to accomplish the mission. OPCOM includes directive authority for logistics and joint training. It does not include such matters as administration, discipline, internal organization, and unit training.

(2) Operational control (OPCON). The authority delegated to a commander to perform those functions of command over subordinate forces involving the composition of the subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. OPCON includes directive authority for joint training, and may be limited by function, time, or location. It does not include such matters as administration, discipline, internal organization, or unit training.

(3) Administrative control. Direction or exercise of authority over subordinate or other organizations in administrative matters such as supplies, services, and other matters not included in the operational mission of either subordinate or other organizations.

d. Normal administrative functions. Routine administrative office responsibilities including mail and message distribution, office records, security, supplies, files, personnel records and reports, and maintenance of a technical library.

5. RESPONSIBILITIES.

a. The Chief of Staff USFK/EUSA is responsible for the overall control of organization changes--

- (1) To reduce turbulence.
 - (2) To avoid layering and functional overlap within the structure.
 - (3) To ensure the most economic structure necessary to mission accomplishment, through the Assistant Chiefs of Staff (ACofS) and the subordinate commanders of assigned and attached units.
- b. The ACofS and the special staff sections are responsible for:
- (1) Organizing their staff sections to ensure the most efficient distribution of responsibility for mission performance.
 - (2) Evaluating proposed organization changes from subordinate commands/elements for which they have functional proponentcy, and for recommending appropriate approval/disapproval action.
- c. The ACofS, Resource Management (RM) is responsible for:
- (1) Ensuring that proposed organization changes are consistent with established policies and represent the most efficient organization.
 - (2) Ensuring that the initiating agency has given all interested agencies an opportunity to review and comment/concur with the proposed changes.
 - (3) Ensuring that the proposed action is within the approval authority of the command as indicated in the appropriate Army or joint publication governing organizational documentation (AR 310-49 or JCS MOP 173).
 - (4) Ensuring that the proposed organization does not constitute an increase in resource requirements, utilizes currently available manpower authorizations by military category and civilian type, and does not fragment organizations to increase supervisory positions or grade structures.
 - (5) Initiating action to obtain appropriate approval (AR 310-49, table 2-1).
 - (6) Ensuring that the implementation of approved organization is appropriately documented in USFK Memorandum 10-1 with the pertinent authorization document.
- d. Commanders of subordinate commands and activities are responsible for:
- (1) Ensuring that the structures of their organizations represent the most efficient organizations commensurate with mission requirements.
 - (2) Requesting HQ USFK/EUSA approval for changes in organization for those elements reporting directly to their commander.

6. POLICY. To avoid disruptive organizational turbulence, changes in organization will be requested only for the following reasons:

- a. To accommodate mission changes directed by competent authority that do not constitute an increase in manpower, equipment, or supervisory levels.
- b. To achieve a savings in manpower space.
- c. To effect a documentable increase in productivity resulting in savings of manhours and/or dollars.
- d. To enhance efficiency within the organization.
- e. To document the minor organizational changes, cited in subparagraph 4b, above.

7. PROCEDURES.

a. Requests for organizational changes will be initiated at the organizational level responsible for the anticipated improvement and will be submitted through the appropriate chain of command for approval.

b. All major organizational changes will contain the following information:

(1) The reason for requesting the organizational change, to include:

(a) A copy of the directive assigning the added mission.

(b) A statement as to why the current organization is not capable of mission performance, or a statement of anticipated improvements resulting from the reorganization.

(2) Proposed mission and function statements for the new organization.

(3) A proposed organizational chart with graphics displaying operational staff supervision, administrative and direct line of control. (Examples of organizational charts are available in USFK Memorandum 10-1.)

(4) An audit trail of manpower space from the current authorization document to the new structure and the recommended application of the space saved from the reorganization. For table of distribution and allowances (TDA) organizations, changes in manpower requirements resulting from the reorganization will be documented on DA Form 140-4 (Manpower Survey Report Schedule X - Manpower and Workload Data) for both the gaining and the losing activities. For modification table of organization and equipment (MTOE) organizations, a request for deviation from standardization must be submitted.

(5) Impacts on personnel, if any, resulting from proposed changes.

(6) Proposed effective date of the reorganization.

c. Request for minor organizational changes (cited in para 4b, above) will contain the following information:

(1) Chief of Staff approval if not governed by authoritative regulations or command directives. Minor changes requested without Chief of Staff approval will be compiled for inclusion in USFK Memorandum 10-1 and will be forwarded by the ACoS RM to the Chief of Staff for approval prior to publication.

(2) If directed by authoritative regulations or command actions, pertinent provisions should be cited in the request, with a copy of the supporting document.

d. For subordinate commands and assigned units, upon approval by the appropriate commander or chief, the proposal (except minor changes cited in para 4b, above) will be forwarded to the HQ USFK/EUSA staff section having functional proponentcy for the function, for review and appropriate action.

e. The headquarters staff activity receiving the request will:

(1) Review the proposed action to ensure compliance with the policy stated in paragraph 6.

(2) Prepare a USFK Form 108 (Summary Sheet) recommending appropriate action.

(3) Coordinate the proposed action with the ACoS RM and other appropriate staff sections before submitting the proposal to the Chief of Staff for approval.

(4) Upon approval by the Chief of Staff, the functional staff proponent will inform the initiating activity and forward the approved action to the ACoS RM for appropriate action. If further documentation is required, the initiating activity (major subordinate command or assigned unit) will publish its respective organization and function memorandum in the same format as USFK Memorandum 10-1. Copies of the organization's publications will be distributed to HQ USFK, ATTN: ACoS RMJ-M; ACoS J3 (CJ-FD); and the servicing civilian personnel office.

f. Upon receipt of the approved action, ACoS RM will:

(1) Submit all organizational changes to the Chief of Staff for approval and publication in USFK Memorandum 10-1.

(2) Effect the necessary changes in the authorization document in the next processing cycle, for those actions within USFK/EUSA approving authority (AR 310-49, table 2-1, or JCS MOP 173, para 5).

(3) Forward the action to the appropriate approving authority, for those actions requiring approval by higher headquarters.

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(4) Update the unit manpower document to reflect the revised requirements.

The proponent of this regulation is the ACoS, Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: RMJ-M, APO SF 96310-0010.

FOR THE COMMANDER:

OFFICIAL:

GERALD P. STADLER
Major General, USA
Chief of Staff

///ORIGINAL SIGNED BY///

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